



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
950 JEFFERSON AVENUE  
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO  
ATTENTION OF

ATBO-BP

21 APR 2014

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: TRADOC Policy Letter 15, Foreign Military Personnel Award Recommendations**

**1. References:**

- a. TRADOC Supplement 1 to AR 600-8-22 (Military Awards), 6 December 1999.
- b. AR 600-8-22 (Military Awards), 11 December 2006, Rapid Action Revision issued 24 June 2013.
- c. DoD Manual Number 1348.33, Vol 1 (Manual of Military Decorations and Awards: General Information, Medal of Honor, and Defense/Joint Decorations and Awards), 23 November 2010, Ch 2, 7 March 2013.
- d. DoD Manual Number 1348.33, Vol 2 (Manual of Military Decorations and Awards: DOD Service Awards – Campaign, Expeditionary, and Service Medals), 23 November 2010, Ch 1, 31 May 2013.
- e. DoD Manual Number 1348.33, Vol 3 (Manual of Military Decorations and Awards: DOD-wide Performance and Valor Awards; Foreign Awards; Military Awards to Foreign Personnel and U.S. Public Health Service Officers; and Miscellaneous Information), 23 November 2010, Ch 1, 31 October 2013.
- f. U.S. Army Human Resources Command (USAHRC), Personnel Service Support Division, Military Awards Branch (MAB) Web site (<https://www.hrc.army.mil/TAGD/Awards%20and%20Decorations%20Branch>).

2. This memorandum provides policy, guidance, and information on processing award recommendations for foreign military personnel assigned or attached to TRADOC.

**3. Policy.**

a. In accordance with reference 1b, paragraph 1-38, CG, TRADOC is the approval authority, with no further delegation authorized, for award recommendations for foreign military personnel in the grade of O-6 and below assigned or attached to TRADOC for the following awards:

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- (1) The Meritorious Service Medal (MSM).
- (2) The Army Commendation Medal (ARCOM).
- (3) The Army Achievement Medal (AAM).

b. Higher level awards, (Legion of Merit (LM) and above) require endorsement by CG, TRADOC prior to forwarding to USAHRC, MAB for processing and final decision by the Secretary of the Army and Secretary of Defense.

c. Award recommendations must be submitted on DA Form 638, Award Recommendation, Apr 06, or later version. All other versions will be returned without action.

d. Lead time for submission of award recommendations of MSM and below on foreign military personnel to the TRADOC Military Awards Section is 150 days prior to the desired presentation date. Submission of LM award recommendations require 180 days prior to desired presentation date.

e. Foreign military personnel award recommendations must include a biography that provides full name, rank, complete date and place of birth, current résumé, previous U.S. decorations, and statements of concurrence obtained from both the U.S. Ambassador and U.S. Defense Attaché (USDAO) from the proposed awardee's parent country.

f. Concurrences from the U.S. Ambassador, USDAO and Consolidated Adjudications Facility (CAF) are required before the award recommendation can be forwarded to CG, TRADOC for decision.

#### 4. Key Points.

- a. Reference 1e, Volume 3, provides policy, guidance, and approval authority.
- b. Reference 1b, paragraph 1-38, expands the criteria and provides detailed policy and guidance for submission of award recommendations for foreign military personnel.
- c. Do not inform foreign military personnel that they have been recommended for an award.
- d. A proposed presentation date is required on the DA Form 638. However, do not schedule ceremonies or initiate invitations prior to award approval.

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e. Ensure all required documentation and concurrences are included with award recommendation before forwarding through command channels to HQ TRADOC (ATBO-B) for further processing and final decision by CG, TRADOC.

f. A nonconcurrence from any of the agencies (USDAO or CAF) constitutes a disapproval of the proposed award.

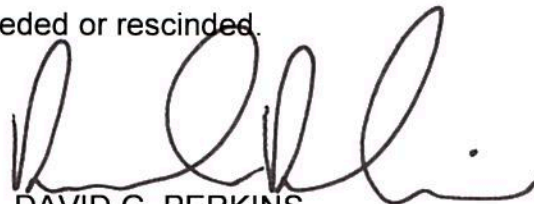
g. If an award is not approved prior to the proposed presentation date, the recommender should consider an alternative means of recognition such as a certificate of achievement, plaque, etc.

5. Responsibilities.

a. The office/recommender initiating and/or submitting the award recommendation is responsible for obtaining concurrences from both the U.S. Ambassador and USDAO from the proposed awardee's parent country, the CAF, and for ensuring additional information required, as stated in paragraph 3e above, is included prior to submitting the award recommendation to the TRADOC Military Awards Section. USDAO concurrence must come from the American Embassy and USDAO in the proposed awardee's parent country.

b. Upon receipt of a foreign military personnel award recommendation, the TRADOC Military Awards Section is responsible for ensuring all required documentation is included.

6. This policy letter is effective until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'D. Perkins', with a stylized, flowing script.

DAVID G. PERKINS  
General, U.S. Army  
Commanding

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